



DEVELOPMENT SERVICES

CITY OF FRISCO

GEORGE A. PUREFOY MUNICIPAL CENTER  
6101 FRISCO SQUARE BLVD · 3RD FLOOR  
FRISCO, TEXAS 75034  
TEL 972.292.5300 · FAX 972.292.5388  
WWW.FRISCOTEXAS.GOV

## COMMERCIAL INSPECTION CHECKLIST & GUIDE

### BUSINESS HOURS

Building Inspections' office is open Monday through Friday, 8am-5pm, excluding City-approved holidays. The office is located at 6101 Frisco Square Blvd., 3<sup>rd</sup> Floor, Frisco, Texas 74034. Please visit the lobby or contact a Representative at (972) 292-5301 or email [buildinginspectionscsr@friscotexas.gov](mailto:buildinginspectionscsr@friscotexas.gov) if you have questions. For more building-related information, you may view the Building Inspections webpage via the internet at [www.friscotexas.gov/building](http://www.friscotexas.gov/building).

### INSPECTION REQUESTS

There are two (2) methods of requesting inspection.

- **TELEPHONIC / CALL-IN INSPECTION REQUEST(S):** (972) 292-5386. Cut-off time for telephonic requests is 4pm the prior business day. You must provide the following information in the order listed below.
  - Building Permit Number issued
  - Type of inspection (i.e., T-pole)
  - Physical (street) address
    - **Note:** If you elect to schedule multiple inspections, please say 'multiple inspections' at the beginning of the telephonic request. If requesting more than five (5) inspections, please use the internet feature at <https://etrakit.friscotexas.gov/>.
- **INTERNET / ON-LINE INSPECTION REQUEST(S):** On-line services require issuance of a four digit PIN prior to inspection requests via the internet <https://etrakit.friscotexas.gov/>. Cut-off time for internet / on-line requests is 7am the day of the requesting inspection. To obtain a four digit PIN, please visit a representative 'in person' located at 6101 Frisco Square Blvd. 3rd Floor.

To access the on-line inspection request(s) feature a Builder will need to do the following:

- **Select** 'Contractor' from the drop-down menu list
- **Select** company name from the drop-down menu list
- **Enter** the Builder's assigned PIN, **Select** 'Login',
- **Search** by Permit Number, Site APN (Tax Parcel Number), or Site Address.
- **Select** the 'Schedule' on the Dashboard Menu, then **'Request'** under the inspection tab.
- **Select** the Inspection Type, along with any remarks and enter an email address. After all inspections have been requested, **Submit** the request.
- The Inspection Request confirmation will be sent via email to the email address provided.

Important: Inspection Request features (above) do not accept messages. Builders with concerns need to contact the Building Inspector who initialed and issued a Red Tag. To contact a Building Inspector, please reference the list (below).

### CANCELATION REQUESTS & CONTACT INFORMATION

To **cancel** a requested inspection, please contact the assigned Building Inspector via their cell phone. You may also elect to contact a Chief Inspector.

To cancel Camera and/or Right-of-Way inspections, please call Public Works at (214) 837-9603. All residential inspections that are failed / denied are issued a 'Not Acceptable' notice (aka 'red tags').

NAME	CELL PHONE	TITLE	OFFICE
Steve Covington		Chief Building Official	(972) 292-5330
Phillip Climer	(972) 670-8061	Asst. Chief Building Official	(972) 292-5338
Jeff Blake	(972) 670-4375	Chief Electrical Inspector	(972) 292-5375
Michael Crain	(972) 670-4445	Chief Building Inspector	(972) 292-5325
Gilbert Urvina	(972) 670-4359	Chief Plumbing Inspector	(972) 292-5329
Charles Kirk	(972) 670-4291	Plumbing Inspector	(972) 292-5326
Chris Whitson	(972) 670-4325	Building Inspector	(972) 292-5327
John McElyea	(972) 670-4466	Plumbing Inspector	(972) 292-5328
Ginny Queen	(972) 670-4541	Building Inspector	(972) 292-5349
Michael McDonald	(972) 670-4366	Plumbing Inspector	(972) 292-5332
James D Smith	(469) 446-6369	Building Inspector	(972) 292-5767
John Draper	(972) 670-4392	Building Inspector	(972) 292-5341
Jeff Reed	(469) 446-6365	Building Inspector	(972) 292-5345
Chris Foley	(972) 854-9117	Plumbing Inspector	(972) 292-5337
Phillip Jolly	(972) 670-4466	Building Inspector	(972) 292-5328
Michael Trotter	(972) 670-3656	Plumbing Inspector	(972) 292-5342
Robert Thomas	(972) 670-4733	Building Inspector	(972) 292-5336
Terri Brown	(972) 880-5746	Rehabilitation Specialist	(972) 292-5348
Bill Hartwell	(469) 631-2159	Building Inspector	(972) 292-5335
Chad Tucker	(214) 385-0918	Plumbing Inspector	(972) 292-5343
Richard Williams	(469) 714-9708	Building Inspector	(972) 292-5344
Andrew Edwards	(972) 670-3069	Building Inspector/MFAM	(972) 292-5339
Carlos Irlas	(972) 670-4666	Plumbing Inspector	(972) 292-5334

### ASSESSED FEE(S)

All 'failed' commercial inspections are assessed a fee and issued a 'Not Acceptable' notice (aka 'red tag'). Each 'Not Acceptable' notice is assessed a \$35 re-inspection fee for a failed inspection. Inspections will be suspended when a fees are \$120 (or more) accrued in unpaid red tag fees. Inspections will resume when outstanding fees are paid.

### CHALLENGES / DISPUTES

Please contact the Chief Inspector and/or Assistant Chief Building Official if there is a concern that requires attention. The Chief Inspectors are:

Chief Building Inspector	Michael Crain	<a href="mailto:mcrain@friscotexas.gov">mcrain@friscotexas.gov</a>	972.292.5325
Chief Plumbing Inspector	Gilbert Urvina	<a href="mailto:gurvina@friscotexas.gov">gurvina@friscotexas.gov</a>	972.292.5329
Chief Electrical Inspector	Jeff Blake	<a href="mailto:jblake@friscotexas.gov">jblake@friscotexas.gov</a>	972.292.5375
Assistant Building Official	Phillip Climer	<a href="mailto:pclimer@friscotexas.gov">pclimer@friscotexas.gov</a>	972.292.5338
Chief Building Official	Steve Covington	<a href="mailto:scovington@friscotexas.gov">scovington@friscotexas.gov</a>	972.292.5330

## **BUILDING CODES & ORDINANCES**

All construction must adhere to the following building-related codes, including local amendments. Below is a list of the building codes for your perusal. The codes are also available by visiting the City's website at [www.friscotexas.gov](http://www.friscotexas.gov), select 'Departments', 'Building Inspections Division' (located on the left-hand side of the webpage), then 'Plan Review'.

<b>CODES / ORDINANCE(S)</b>	<b>ORDINANCE NUMBER</b>
2012 International Residential Code, with local amendments	13-10-69
2012 National Electrical Code, with local amendments	13-10-67
2012 International Building Code, with local amendments	13-10-68
2012 International Mechanical Code, with local amendments	13-10-65
2012 International Plumbing Code, with local amendments	13-10-66
2012 International Fuel / Gas code, with local amendments	13-10-64
2006 International Fire Code, with local amendments	08-04-39
2012 International Energy Conservation Code	13-10-63
2006 International Property Maintenance Code, with local amendments	08-01-05
Erosion Control Ordinance	89-04-02
Green Building Ordinance (Commercial)	06-10-110
Nuisance / Property Maintenance Ordinance	01-09-62

All applicable subsequent supplements to the International Codes will apply.

ACI Manual of concrete practice ACI-318

Book of ASTM Standards, Volume 04.02, Concrete and Aggregates

Post Tension Institute Construction & Maintenance Practices

All applicable City of Frisco adopted ordinances

## **CONTRACTOR REGISTRATIONS**

Contractor Registration Applications are available at the Building Inspections lobby located at 6101 Frisco Square Blvd., 3<sup>rd</sup> Floor, Frisco, Texas 75034 or via [www.friscotexas.gov/building](http://www.friscotexas.gov/building) then select 'Plan Review & Forms'. Any contractor who completes work within Frisco must be currently 'registered' with Building Inspections. Contractors who are not currently registered who will be working in Frisco need to complete a Contractor Registration Application, pay applicable Contractor Registration fee(s), provide a copy of a valid Texas Driver's License, along with their valid trade license, and proof of liability insurance. (The City of Frisco reciprocates valid trade licenses issued from various municipalities within the State.)

## **ELECTRICAL AND PLUMBING CONTRACTORS**

All plumbing installations require a licensed Journeyman at the job site at all times while work is in progress. Violations will result in revocation of the contractor's registration to conduct business in Frisco, as well possible issuance of citations and reporting the infraction(s) to the State regulatory authority.

## **BUILDING / JOB SITE REQUIREMENTS**

Nuisance Ordinance 01-09-62 and Erosion Control Ordinance 89-04-02 provides maintenance requirements for a Builder's job site. Below is a list of requirements at a job site under construction.

- On-site construction noise disturbance are permitted between 7am until 10pm.
- Water meter box must be set to grade level and exposed before the Public Works Department will install the water meter. The water meter box cannot be located in sidewalk or driveway paving. The water meter box must remain exposed through the Building Final / CO Inspection. The Public Works Department telephone number is (972) 292-5800.

- Construction debris and mud must be kept out of street and alleys, including adjacent properties. This includes 'blowing' debris. Building Inspectors may place a 'Stop Work Order' at the job site, as well as refuse inspections. Trash receptacles / containers on each job site are required and must be emptied and/or replaced when filled.
- No construction items, landscape, piles of sand/dirt/bricks, etc. may be located within any street, alley or other right-of-way
- Construction-related materials must be stored / placed ten (10) feet from back of curb to ensure all materials are on the job site and out of the right-of-way.
- On-site, portable sanitation facilities must be provided at time of initial construction activities and must be serviced. One (1) sanitation facility per five (5) building sites is required and must not exceed 200 feet walking distance between each sanitation facility.
- Site identification (address), including the lot and block must be visible from the street (not alley).
- Erosion control for each job site and must be maintained throughout the construction process. Building Inspectors may require additional erosion control.
- Clean, cleared, safe path to the job site / inspection is required at all times.
- The Builder will ensure a 'concrete wash out area' is centrally located within the same subdivision on a parcel that they own and maintain. The Builder will direct their concrete supplier's truck driver to the builder-designated 'concrete wash-out area' to comply with Environmental Protection Agency (EPA) standards. The Builder will ensure the designated 'concrete wash out area' lot is maintained and will ensure the parcel is returned to a future building site near completion of the subdivision's build out. (See 'Builders Designated Subdivision Wash-out Pit' drawing for minimum requirements.)

## INSPECTION TYPES

Required inspection types and the order the inspections are to be completed are important, unless otherwise stated herein. Every job site must be inspected daily by the general contractor to ensure all debris is contained. Blowing debris and trash not contained at a job site will result with denied inspections. A 'Stop Work Order' will be issued for repeat offenses and/or if the job site is not compliant.

The approved Permit Packet **must** be posted at the job site **in plain view**. A set of the approved Engineered Plans **must** be available at the job site, as well as all previous inspection tags (results) - passed or failed. The inspection tags (results) **must** be together in the front of the Permit Packet.

**Note: The required inspections (listed below) may be supplemented by others as a Building Inspector deems necessary for public safety.**

### ➤ COMMON ITEMS TO EVERY INSPECTION

No permit packet/plans – R1045.7  
 No address – R321.1  
 Pay fees – R108.2.1  
 Not ready or called in wrong– R109.3  
 Excessive trash – Ord. 01-09-62

Clean street / lot – Ord. 89-04-02  
 Wind fence / erosion control – Ord. 89-04-02  
 Pass previous inspections  
 Building materials 10' from back of curb –  
 Engineering Practices

### ➤ ELECTRICAL

T-Poles / Temporary Power  
 Electric Final  
 Electric Service (Meter Release)

*(Electric Rough Above Ceiling will be checked at Ceiling Cover inspection)*  
 Electric Rough (Wall or Underground)

### ➤ PLUMBING

Plumbing Rough (underground)

Medical Gas

Plumbing Top-out  
Gas Release

Gas Air Test  
Plumbing Final

➤ **MECHANICAL**

Exhaust Hood & Duct (Grease Duct test)  
Mechanical Rough including all Dampers  
Mechanical Final

(Duct insulation will be checked at Ceiling  
Cover inspection)

➤ **BUILDING**

Frame  
Flatwork  
Insulation  
Lath and Sheathing  
Drywall / Screw  
Brick Tie (at 4 ft. high)

Above Ceiling Cover  
CMU  
*(Everything above the ceiling to be covered will  
be checked during this inspection. Fire Dept.  
inspection must be approved prior to calling  
Building Dept. inspection)*

➤ **CONCRETE**

*Placement of all concrete shall be City approved and laboratory controlled for the following with  
Laboratory Reports submitted to the attention of the 'Chief Building Official, Administration'.*

Piers  
Slab on Grade and Deck  
Grade Beams and Footings

Tilt Walls  
Structural Steel  
Paving

➤ **BUILDING FINAL**

Prior to Certificate of Occupancy (CO) or Building Final the following items are required.

- Fire Department Inspection
- Electrical Inspection Final
- Plumbing Inspection Final
- Mechanical Inspection Final
- Medical Gas Final
- Health Final (when applicable)
- Acceptance by Planning
- Final Acceptance by  
Engineering, Construction  
Inspection, and Public Works
- All Fees Paid

Building Inspections will update this guide to reflect code changes, newly adopted ordinances, and other information. The most current publication is available at the Building Inspection's Guest Lobby or via the internet at [www.friscotexas.gov/building](http://www.friscotexas.gov/building).

**This handout is not a full disclosure of all codes and/or ordinances. It is only a supplement to help general contractors, job site superintendents, architects, contractors, and business owners.**